

Site Name: Peterson/Puritan, Inc.
EPA ID: RID05517683
SSID: 0140

OSRR records, information, and project management support for the Peterson/Puritan, Inc. site included the following activities. These statistics reflect end of workflow accomplishments and deliverables. Work may have been performed in preceding months to prepare these deliverables.

Task 3.2: Process, Organize and File Records and Collections

(includes statistics for documents handled under Task 4 –Special Projects)

Record processing jobs initiated	2
Record processing jobs closed	2
Hardcopy documents processed (linear feet)	0.1

(includes review of documents, purging duplicates, integrating into current collections)

New SDMS/RDMS indexes	27
Pages of images added to SDMS/RDMS	255
Documents prepared for Web	0
Key documents transferred to HQ	0
Records prepped for transfer to FRC (linear feet)	0
Documents uploaded to outside systems	0

(i.e. NH DES OneStop, FDMS, FOIA online)

Narrative of substantial efforts on Routine Jobs *not* reflected in statistics above

Effort may have been performed to modify record(s) indexes and images in order to comply with current standards and technology. The above statistics do not reflect those modifications and effort.

Task 3.4: Provide Reference on Collections

Reference & Information Requests initiated for EPA	0
Reference & Information Requests initiated for non-EPA Requestors	0
Reference & Information Requests closed for EPA	0
Reference & Information Requests closed for non-EPA Requestors	0

Task 3.5: Managing Electronic Systems of Information

Monthly Index QA

Task 4: Specialized Services and Projects

Capture Historical OU1 ROD Administrative Record Converted from Microfilm into SDMS (RTS 22388)

Communicated with case attorney on review of documents located to replace target sheets in microfilm.